

Kittery Community Center Board of Directors Meeting
December 19, 2012
FINAL

Present: Jeff Thomson, Janice Grady, Maureen Convery, Mike Downs, Tess Schneier, Kent Stephens, D. Allan Kerr, Matt Brock, Christie Salema, Jean Lincoln, Bob Markel, Steve Workman

Mark Schremmer, present

Agenda

1. Call to Order by Jeff Thomson 7pm

2. Discussion of Rice Library Presentation

Jeff Thomson suggests incorporating 5 year plan subcommittee and charge them with library response and future use of the East Wing. Matt Brock asks for clarification about at what point the library gets consideration for the space? Duncan McEachern looking into whether demolition of the building needs a town vote--TBD. Tess Schneier asks what would be included in a 5 year plan? General discussion of pros/cons of library (construction, affect on Theatre, per Kent). Steve, Mark Schremmer, Steve Kozak, Jean Lincoln, and unnamed person will form the 5 year plan, possibly a Traip student. Goal of 3 months for the Five Year Plan subcommittee to meet and formulate the plan, hopefully wrapping it up by April.

Janice Grady adds that the Annex rentals bring \$2200 per month.

3. Agenda Amendments

Jean would like to see the budget. It is online on town website. KCC is code 1830.

"This place rocks." - D. Allan Kerr

4. Approval of November 28 meeting minutes

Jeff casts vote for acceptance with no 'p' in his name.

5. Arts/Culture Committee Report--Artist Contract

Kent Stephens: website and ticketing plan, all events should be sold as general admission because we will get a better deal from the vendor (ticket printing & organization) as such. Todd is looking at Activenet. Need to make sure their rates are on par with Paypal. House lights are not dimmable from the booth and they need to be. Look into it and make it happen. No a/c power in the back of the hall.

The Intake area, projector and the screen may have an underwriter, a \$10,000 donor. Kent Stephens recommends the theatre naming to be announced in January; after written agreement scribed. Feb 27, donor appreciation event to thank all sponsors. If seats are unfolded propose that nothing but food & water in the theatre--after soccer banquet popcorn incident. \$5.5 million dollar investment, try not to destroy it in 1 to 2 years.

Artist Contract

KCC can cancel an exhibit at any time--questionable language in the proposed agreement. Kent will email a copy of the revised Artist Contract to board members.

Postpone action until we receive a copy of the agreement. Steve wants to make sure this agreement is in keeping with the document he's drafting.

6. Fundraising Update

Faith's email states \$139,210 raised to date. Will wait to name theatre until they return from New Zealand.

7. Public Comment/Inquiry

Mark Schremmer states that a Wounded Warriors fair held here last week, was very well done from a facility point of view.

Brought to board's attention that we can check with the seat manufacturer about seating standards, specifically regarding maintenance, and specs about whether it's sealed, etc.

8. Old Business

8a. Alcohol and other policies

Steve Workman met with Frank Dennett successfully. Draft Facility Use Policy (FUP) distributed to by Steve. Both documents are merged into this one master policy. Jean Lincoln suggests adding some welcoming language into the beginning of the document. Please look at the document and give Steve feedback electronically. No rates are attached to the policy yet. That will be a separate rate sheet--also in the works. Discussion about tech fees and pricing.

End 68 Hours of Hunger event ran long and was resulted in a very messy kitchen and having a sound FUP will allow Janice to better manage events.

Insurance & Indemnification issues, Steve Workman. Needs to meet with Bob Markel to cover. Kennebunk had a whole page dedicated to indemnification...where should our document lean as to how indemnified it should be, extremely specific, like Kennebunk or different? Matt Brock asks whether the town attorney should be consulted on indemnification paragraph. Suggests using the waiver that Duncan McEachern has already prepared.

Workers Compensation clause; included

Frank Dennett shared knowledge of an issue in insurance industry--forms for certifications of insurance--can be current and canceled at the same time. They don't have to report that a certificate has been canceled without knowledge. There is no fix for this--merely for being forewarned.

Hoping to get document before the Town Council on 1-14-13. Get Duncan McEachern to review before the 14th meeting.

8b. Development Plan Subcommittee

Formation of 5 year subcommittee: Steve, & aforementioned names.

9. New Business

a. Election of officers for 2013

Matt Brock motions Jeff Thomson as chair for 2013 seconded by Kent Stephens. Tess Schneier wonders if Jeff ever feels polarized by dual roles. D. Allan Kerr queries if Jeff serving on Town Council and as chair of our committee is right and/or conflicting. All in favor of the nominations with D. Allan Kerr abstaining from the vote.

Matt Brock withdraws his name from consideration of co-chair position. Matt Brock nominates Steve Workman. Jean Lincoln seconds. All aye's. Tess Schneier nominates Christie Salema as secretary, D. Allan Kerr seconds, all aye's. General discussion about how board membership roles.

b. January meeting date

Jeff proposes 1-9-13 meeting to get together ahead of Town Council meeting. Motion to move by Steve Workman, second by Maureen Convery. All aye's.

c. Other

Jeff Thomson, Shipyard contacted Bob Markel, USS Topeka arriving and Kittery will be a host community. A possible function for them.

10. Adjournment

Motion to adjourn--Mike Downs
second--Tess Schneier, all aye's.
8:49pm